



# Westways Primary School

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## Headteacher information pack



## Dear colleague

Welcome to the world of Westways! We are delighted that you are considering becoming the next headteacher of our school.

Why? Because we are enthusiastic supporters of Westways. The reasons are many and here are a few of them:

- Our pupils are considerate and enthusiastic learners.
- Our staff are enthusiastic and committed. Teamwork is central and staff feel empowered and engaged. All our staff have shown great resilience and dedication during the current pandemic crisis.
- Our parents are supportive, not only in fundraising, but in volunteering throughout the school.
- We are a diverse community with a range of ethnic and cultural backgrounds, and we are proud the school celebrates this to develop a rich learning environment.
- We meet the needs of our pupils in innovative ways, taking a proactive approach to improve support for all students. This includes investing in The Pod for pupils who need extra space and time out from regular classroom activities.
- Our links with other schools are strong and provide ample opportunities for collaborative planning and sharing of expertise.

We hope you will be able to come and see for yourself.

We are ambitious for Westways – pupils and staff – and we are looking for a headteacher who:

- Values the individual
- Has experience of collaborative leadership
- Leads and inspires staff and pupils in constructive, supportive ways
- Values and has experience of promoting staff and pupil wellbeing
- Has a holistic vision for education that extends beyond the national curriculum and Ofsted standards
- Is a keen learner themselves and a reflective practitioner
- Recognises that scrutiny and challenge contribute to improving outcomes
- Values the local community and has experience of building links with them.
- Recognises the value of an ethical approach to leadership
- Has a clear understanding of the link between financial management and education
- Has a sense of fun and enjoys celebrating success in all its forms
- Appreciates where we are and has a vision for taking us further

We offer you an experienced team with a variety of relevant strengths and enthusiasms. We value our role and look forward to working with and supporting our next headteacher.

**The Governing Body of Westways Primary**



## **What our children say about Westways...**

“Every single pupil and teacher make this school unique.”

“Teachers encourage all children to do their best but also to have fun at the same time.”

“If you struggle with something then the staff will try as hard as they can to help you so you don't struggle anymore.”

“Everyone mixes well with each other at Westways; there is a positive atmosphere here.”

“We have variety in our learning: lots of the time the teacher combines it, for example computing with art.”

“Lessons, even during Covid, are made as enjoyable as possible despite the restrictions.”

“We have great systems that encourage people to do their best and everyone gets a chance to be celebrated.”

“Children get to take part in lots of different enjoyable clubs that keep us active.”

“When someone struggles in class, teachers and pupils support each other.”

“There are different levels to the work meaning that it is always challenging.”

## **Some ideas our children have for the new headteacher...**

“Even more physical activities, including at break and lunchtimes, and even more clubs.”

“Enable more mixing between the older and younger pupils so that they can act as role models.”

“Nicer hot dinners.”



**Please use the personal statement of the application form to demonstrate how you meet the person specification and requirements of the advert, with evidence provided wherever possible of positive impact. You will be shortlisted against these criteria and your previous track record.**

**The deadline for receipt of applications is 12 noon on Monday 20th September 2021. Completed forms (and any enquiries) should be submitted to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.**

**All candidates will be informed of the shortlisting outcome by noon on Tuesday 21st September.**

**An assessment centre and interviews are planned to take place on Monday 27th and Tuesday 28th September.**

**The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout.**

**Please be assured that the recruitment process will be risk assessed and compliant with whatever recommended measures may be in place at the time. Information about the process will be shared with all shortlisted candidates, and you will have the opportunity to raise any questions or discuss your specific circumstances in advance.**



# Headteacher

## Westways Primary School

Mona Avenue  
Sheffield  
S10 1NE  
Tel: 0114 266 2741  
Email: [enquiries@westways.sheffield.sch.uk](mailto:enquiries@westways.sheffield.sch.uk)  
Web: [www.westwaysprimary.co.uk](http://www.westwaysprimary.co.uk)

**L21-L27 (£69,031 - £79,167)**  
**Group 4 NOR 594**

**To start January 2022 (or earlier, if available)**

### ***Making a world of difference***

*Are you looking for a new challenge?  
An opportunity to demonstrate your exceptional leadership skills and a chance to work in a large, diverse learning community?  
Do you want to continue the development of a rich curriculum and support our experienced staff in making learning accessible to all students, whatever their ability?  
Then come join us at Westways Primary School...*

Westways Primary is a large and vibrant community school, located close to the University of Sheffield, the city centre and the stunning countryside of the Peak District National Park. We are looking to recruit an innovative and outward-facing leader with the skills and vision to achieve excellent outcomes in a shifting education landscape.

The school is proud to serve a diverse community. Twenty-seven languages are spoken at our school. Our children are independent learners who work hard and respect one another and the environment.

Ethical leadership, respect for individual development and personal well-being are central in our learning community. We value each member, celebrating achievement and progress across subjects and skills. Our student council, staff well-being group and parent forums impact on this ethos and have been particularly important throughout the Covid-19 pandemic and the return to full-time classroom-based learning. In addition, our parent group, Friends of Westways, puts on a variety of events which provide extra resources and help us to build and reinforce our strong sense of community.

Over the last few years, we have embedded new practices and routines while recruiting staff to senior positions. This led to our 'Good' rating by Ofsted in December 2018. Our staff are nurturing and enthusiastic and have ambitious aspirations for all our children.

To continue this movement forward, the governors seek to appoint a progressive, caring and collaborative Headteacher who will celebrate and promote the diversity of the school and its community. The successful candidate will support and work with both governors and the leadership team to further develop the school's strategic direction, bringing new ideas to the way we work while also inspiring and supporting our children and staff to continue to become the best they can be. Candidates will have experience of managing staff and successfully implementing whole school improvement. They will also be able to evidence the skills and attributes required to lead a large primary school. Governors are committed to supporting our new Headteacher's professional development.

Visits to the school are warmly encouraged, and can be arranged by contacting Vicky Philips, Business Manager, on 0114 266 2471. For an informal discussion about the role, please email the Chair of Governors, Lynn Pocock, at [chairofgovernors@westways.sheffield.sch.uk](mailto:chairofgovernors@westways.sheffield.sch.uk).

Completed application forms and any queries about the recruitment process should be addressed to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by phoning 07766 773682.

Westways Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service. Please take the time to read the safeguarding policy on our website at [www.westwaysprimary.co.uk/safeguarding](http://www.westwaysprimary.co.uk/safeguarding).



# Headteacher Job Description

<b>Salary range:</b>	<b>Group 4 ISR: L21-27</b>
<b>Role of the Headteacher:</b>	<p>Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.</p> <p><i>(Preamble: The Role of the Headteacher, from the National Standards of Excellence for Headteachers January 2015)</i></p>
<b>Responsible to:</b>	The Governing Body and the Executive Director, Children Young People & Families, Sheffield City Council
<b>Responsible for:</b>	The teaching and support staff of the school and its children and young people.
<b>The Headteacher will be expected to:</b>	<ul style="list-style-type: none"> <li>• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.</li> <li>• Meet the standards set out in the guidance document National Standards of Excellence for Headteachers 2015.</li> <li>• Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.</li> <li>• Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</li> </ul>

# Job Description

Detailed below are the 24 characteristics expected of an excellent school leader, divided into the four 'Excellence As Standard' domains. The Governing Body has identified these as the specific characteristics that are vital for the post to ensure the school is led effectively.

This job description will be subject to annual review as part of the performance management cycle.

<b>Domain One Qualities &amp; Knowledge</b>	<b>Domain Two Pupils &amp; Staff</b>	<b>Domain Three Systems &amp; Processes</b>	<b>Domain Four The Self-Improving School System</b>
<p><i>Headteachers:</i></p> <p>1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</p>	<p><i>Headteachers:</i></p> <p>1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</p>	<p><i>Headteachers:</i></p> <p>1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p>	<p><i>Headteachers:</i></p> <p>1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</p>
<p>2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</p>	<p>2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.</p>	<p>2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</p>	<p>2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p>
<p>3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.</p>	<p>3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</p>	<p>3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</p>	<p>3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.</p>
<p>4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</p>	<p>4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</p>	<p>4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.</p>	<p>4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</p>

## Job Description continued

<p>5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.</p>	<p>5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</p>	<p>5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.</p>	<p>5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.</p>
<p>6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.</p>	<p>6. Hold all staff to account for their professional conduct and practice.</p>	<p>6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.</p>	<p>6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.</p>

This job description may be amended at any time after discussion with the Governing Body.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.

## Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

### Qualifications and experience

#### Candidates should have and be able to evidence:

1	Qualified Teacher Status (QTS)
2	Experience across the appropriate age range(s)
3	Evidence of recent senior leadership experience
4	A proven track record of leading whole school improvement successfully
5	Evidence of recent, appropriate leadership development (e.g. NPQH*)

### Personal qualities

### Domain

#### Candidates should:

1	Demonstrate a passion for teaching and learning	2:2
2	Communicate effectively both orally and in writing to a range of audiences	1:1
3	Develop positive relationships with pupils, staff, parents, governors and members of the local community	1:2
4	Adapt to changing circumstances and be receptive to new ideas	
5	Demonstrate excellent interpersonal skills	
6	Be decisive, consistent and focused on solutions	
7	Demonstrate the capacity to be reflective, flexible and adaptable	
8	Have a positive, enthusiastic outlook, embracing risk, innovation and creativity	4:5
9	Show resilience, perseverance and optimism in the face of difficulties and challenges	1:3
10	Lead by example with integrity and clarity	1:3
11	Listen carefully, learn from others and seek advice and support when necessary	1:3
12	Demonstrate a commitment to the continuing professional development of self and others within the school	4:4

### Skills

### Domain

#### Candidates should be able to:

1	Formulate a vision and strategy for the school and secure commitment to it from others	1:6
2	Analyse and interpret data accurately to inform school improvement and to monitor pupil progress	2:3
3	Plan strategically and set challenging targets for improvement	2:1
4	Managing change successfully	
5	Assess, monitor and evaluate the quality of teaching and learning, providing next steps for improvement	2:2
6	Work effectively with parents and the community	1:2

Person specification continues on next page

7	Work effectively with the governing body, enabling governors to fulfil their roles and meet their responsibilities	3:4
8	Work in collaboration with other schools, fellow professionals and external organisations to improve outcomes for all children	4:1
9	Drive improvement and challenge underperformance	3:3
10	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines	
12	Distribute leadership, enabling staff and teams to take on responsibility and hold each other to account for their decision making	3:6
13	Manage resources efficiently	3:5
14	Engage leaders at all levels in systematic and rigorous self-evaluation	3:1

<b>Professional knowledge and understanding</b>		<b>Domain</b>
<b>Candidates should:</b>		
1	Be committed to securing equality of opportunity throughout the school	2:1
2	Have an understanding of national policy, curriculum developments and the statutory and legal framework within which a school operates, including the new Ofsted Inspection Framework	1:4
3	Have knowledge of what constitutes good and outstanding teaching and a secure understanding of how pupils learn and the impact of a highly creative curriculum	2:2
4	Have knowledge of effective assessment for learning practices and an understanding of the impact of excellent questioning and immediate verbal feedback on the progress of learners	2:2
5	Have knowledge of the management of children's behaviour and attitudes to learning and the ability to put this into practice	3:2
6	Have knowledge of effective strategies to include and meet the needs of all children, including the most able and those who are disadvantaged	2:1
7	Have experience of multiagency working to support vulnerable children and families	4:2
8	Have an understanding of effective financial management	3:5
9	Have experience of school self-evaluation and performance management processes and their impact on raising standards	3:3
10	Have experience of using local and national research to support school improvement	2:3

<b>Safeguarding</b>		<b>Domain</b>
<b>Candidates should have:</b>		
1	Knowledge of national and local safeguarding guidance	3:2
2	Experience of safeguarding and promoting the welfare of children and young people	3:2
3	A commitment to co-operate and work with relevant agencies to protect children and young people	3:2
4	Knowledge of best practice and procedures for safeguarding children and young people	3:2

\*It is no longer mandatory for all first-time headteachers to have been awarded the National Professional Qualification for Headship (NPQH) *before* being appointed to the post. However, NPQH is a credible threshold qualification, which signals readiness for headship.

## **glover recruitment consultancy**

Queries about the application and recruitment process  
should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or  
by phoning 07766773682.